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FOOD COORDINATOR'S
HANDBOOK



Home Economics Branch
1983

Alberta AGRICULTURE

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NUTRITION AT SCHOOL PROGRAM

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FOOD SAMPLE PORTION OF NUTRITION AT SCHOOL PROGRAM

Nutrition at School is a nutrition education program in which food samples are served as a vehicle for teaching nutrition in the classroom. The food samples are used to expose the students to a wide variety of new or unfamiliar nutritious foods and to reinforce what is discussed in the classroom about nutrition and good eating habits. They are served 2 to 3 times weekly.

Nutrition at School is NOT A FEEDING PROGRAM. The food samples are child sized only, and are NOT designed to serve as a substitute for a good breakfast or lunch.

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NUTRITION TEACHING:

NUTRITION AT SCHOOL PROGRAM

Nutrition at School is a province-wide nutrition education program funded and administered by Alberta Agriculture. The program features nutritious food samples together with nutrition education integrated into the regular school curricula.

Nutrition at School is available to all elementary schools in Alberta. The program operates on a rotational basis. Schools are selected in order to expose the maximum number of communities to good nutritional habits.

MAJOR GOALS:

1. Elementary school children will acquire knowledge about their nutritional needs and the nutritive value of foods; will develop positive attitudes toward eating a variety of foods; and will develop eating habits which foster health and well being.
2. Parents will acquire knowledge about their nutritional needs and will be motivated to apply this knowledge to their family's eating habits, thereby reinforcing what their children have learned in Nutrition at School.
3. Teachers, of elementary school children, will include nutritional concepts in their classroom curricula.

FOOD SAMPLE PORTION OF NUTRITION AT SCHOOL PROGRAM:

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Nutrition at School is NOT A FEEDING PROGRAM. The food samples are child sized only, and are NOT designed to serve as a substitute for a good breakfast or lunch.

NUTRITION TEACHING:

Foods and nutrition can be related to many subjects--social studies, science, mathematics, physical education, art, music, drama, reading, etc. INTEGRATING nutrition into the existing school subjects rather than treating it as a special subject or simply as part of health is the preferred approach.

Nutrition games, films, posters, puppets and stories help make the learning fun. The objectives of these activities are to teach such ideas as the identification, classification, selection and function of foods.

During the actual time food samples are consumed a short lesson plan related to the sample is discussed. In this way the food sample becomes more meaningful.

SPECIAL EVENTS:

Classroom cooking may be difficult to incorporate into today's classrooms. However, parent nights with nutrition films, poster contests, bulletin boards emphasizing nutrition or an ethnic lunch or dinner where the whole school participates, have been tried with great success.

Food Purchasing

- purchase food products from wholesale outlets, dairies, meat or community stores
- arrange for delivery if necessary and possible
- keep foods in proper storage until needed.

Accounting

- keep accurate records of GPO's and invoices, forward appropriate bills to home economist for payment AS QUICKLY AS POSSIBLE
- submit wage and expense forms every two weeks to home economist
- review program budget weekly

Food Preparation

- organize parent volunteers when needed
- prepare foods to be served to the students and staff
- arrange delivery and pickup by bus to and from the classrooms
- make teachers aware of any students with food allergies
- keep work area and equipment clean and sanitary.

General

- make note of any student or teacher comments about the food samples. Be sure to share this information with the home economist responsible for your program
- help out if possible in planning and preparing for special classroom or school food events
- work towards a well-rounded, exciting and continuous learning type of program
- a final report or private meeting with the home economist is suggested to discuss how the program went in your school and should include any suggestions, recommendations or changes you feel would benefit the program. A guideline for this final report is at the end of this handbook.

FOOD CO-ORDINATOR

As Food Co-ordinator you will be responsible for the food sample portion of the Nutrition at School program in the school. You will work under the supervision of an Alberta Agriculture home economist.

The job will no doubt be a challenge with its share of unforeseen circumstances requiring last minute decisions and actions. However, in the past Food Co-ordinators have said they enjoyed devoting their time and energies to such a worthwhile program. They were well known in their school and children greeted them in the hallways with respect and enthusiasm. Generally they were given full co-operation from teachers and students.

DUTIES:

Menu

- review menu with the home economist
- post menus in the staff room
- arrange for school to send menus home to parents at the end of the month
- notify home economist and teachers of any last minute changes in menu

Food Purchasing

- purchase food products from wholesale outlets, dairies, chain or community stores
- arrange for delivery if necessary and possible
- keep foods in proper storage until needed.

Accounting

- keep accurate records of DPO's and invoices; forward appropriate bills to home economist for payment AS QUICKLY AS POSSIBLE
- submit wage and mileage forms every two weeks to home economist
- review program budget weekly

Food Preparation

- organize parent volunteers where needed
- prepare foods to be served to the students and staff
- arrange delivery and pick-up system to and from the classrooms
- make teachers aware of any students with food allergies
- keep work area and equipment clean and sanitary.

General

- make note of any student or teacher comments about the food samples. Be sure to share this information with the home economist responsible for your program
- help out if possible in planning and preparing for special classroom or school food events
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Parent Volunteers

In some schools parent volunteers may be used to assist the Food Co-ordinator. In other schools, additional Food Co-ordinators may be employed to work in the program. Variations occur owing to the size and location of the school, the budget and the availability of volunteers.

On some days the menu is more time consuming and it would be advisable to have a few extra volunteers for food preparation.

Securing an adequate number of volunteers to implement the program is the responsibility of the school staff. Therefore, meet with the principal and set up some means of recruitment. (You may prefer to choose the volunteers yourself). In the past newsletters have been sent home outlining the Nutrition at School program and asking for volunteers. These would often entail a tear-off portion that would be returned to the school indicating the day(s) a parent would be available. A duty roster would then be drawn up. Notices or phone calls would then serve as reminders as well as specifying equipment needs (knives, etc.). Often more volunteers were scheduled than necessary (people forget or get sick) or schools retained lists of people who didn't mind being called in at the last minute.

The number of volunteers you will need depends on the size of your school; set up a schedule, etc. A rough guide is 1 - 2 volunteers per day per 100 students (in addition to yourself). You may also need another volunteer to be in charge of babysitting each day as children are not permitted in the preparation area.

ORGANIZATION OF PARENT VOLUNTEERS

Your responsibility is to ORGANIZE parent volunteers to carry out the preparation, distribution and clean-up of the food samples.

The particular system of organization is up to you. Whatever set-up you use, make it easy--an elaborate system, involving many volunteers takes too much time organizing and training. Delegate as much as possible, have a volunteer coordinate the duty roster, show the volunteers how to prepare one food sample each morning, have someone get the absentee lists, and count out paper supplies ahead of time, etc.

MANAGING YOUR TIME

The hours per week that you spend on Nutrition at School will of course depend on the number of children and on where you need to shop for groceries.

The following guidelines are based on experiences of other Food Co-ordinators:

- Plan to be in the school about one hour before serving time to prepare the foods for distribution (depending on what the food sample will be).
- Clean-up will take about 1/2 hour
- For each food sample day, plan to spend about 2 hours in the school.

Planning, shopping and keeping records of your expenses will probably take 4 - 5 hours each week.

Allow about 10 - 12 hours per week of your time for Nutrition at School.

PREPARATION, DISTRIBUTION & CLEAN-UP

KEEP FOOD PREPARATION SIMPLE:

Providing the opportunity for the children to taste a variety of foods is the important part of your work. The foods don't have to be "fancy". For example plainly cut raw vegetables are fine-- don't fuss doing celery fans or carrot curls.

FOOD STORAGE:

Proper food storage, safety and sanitation is extremely important. Please read the sanitation and food safety material given out at the Food Co-ordinator's workshop.

Proper food storage is essential. All processed meats and dairy products must be refrigerated. Fruits and vegetables do not necessarily have to be refrigerated, but try to do so to retain freshness. Canned juices need not be cooled prior to serving if refrigerator space is limited.

Try to avoid storage of foods or paper products at your home or at volunteers' homes. Schools may have committed themselves to storage space. In many cases a separate kitchen and locked cupboards will be made available. Where storage is at a premium it is the school's responsibility to accommodate the needs of the program. In the past the principal's office, empty classrooms, janitor's storage and xerox room, etc. have been utilized. Wherever the food is stored the school must ensure no loss of Nutrition at School supplies to other school or community events.

Immediately following the Food Co-ordinator's workshop and prior to shopping you should make arrangements with the school personnel as to the extent, location and accessibility of the storage and preparation area.

FOOD SAFETY:

As in food storage food safety is essential. The following rules must be followed by Food Co-ordinators and volunteers:

Please stay home if you are sick or caring for someone who has a contagious disease. No one wants a school epidemic

Absolutely NO SMOKING in the food preparation area

No snacking while preparing the food samples. You may purchase coffee and tea for the parent volunteers for a break between the serving of the samples and the clean-up time.

All working surfaces, distribution bins and trays, pitchers, etc. must be cleaned with soap before preparation begins each day. Prior to the beginning of the program and once a week, all surfaces must be cleaned with a solution of 15mL (1 tablespoon) of bleach to 5 litres (1 gallon) of water. An easy way to use this solution is to put it in a spray bottle.

Cover old tables with plastic tablecloths or shower curtains.

Food samples must be prepared on the school premises, to conform to health regulations

Wash all fruits and vegetables before cutting.

Alberta Agriculture provides for cleaning supplies and miscellaneous products such as plastic tablecloths, pitchers, etc. However utensils for preparation - i.e. knives, cutting boards, can openers, etc. may be brought from home if the school or the home economist cannot provide these items. Please ensure that all utensils brought from home are also rinsed in the above bleach solution.

STANDARD FOR DRESS:

Care should be taken to ensure hands and nails are neat and clean. Hair must be clean and tied back when working with food. Dress should be neat, clean and simple with no heavy jewellery. Aprons should be worn.

Food safety and sanitation is all important.

DISTRIBUTION:

Distribution is arranged by each Food Co-ordinator and school staff. There are two general systems:

1. The Food Co-ordinator may wish to bring the trays/bins to the classroom herself. This gives the Food Co-ordinator a chance to become familiar with the children, and their attitude toward the program.
2. A student from each classroom can come to the area of preparation - pick up the appropriate tray/bin and take it to his/her room. The lower grades may require some consideration here.

Trays or bins are needed for each classroom. Index cards designating room number, teacher's name, number of students, and names of students with food allergies or restrictions have to be made up for each class, laminated if possible and secured to the tray/bin with masking tape.

It might also be helpful to have the amount of juice/milk or water needed for each classroom on these cards as well. In addition to the cards, a master list composed of the above information should be posted in the preparation area for reference and in case you are ill and someone else has to take over.

Plastic bags or containers could be used to hold food samples such as cherry tomatoes, graham wafers, etc. All food samples must be covered with wax paper as a precaution against contamination.

The serving time is usually fifteen minutes before recess. Some schools may elect to serve after recess, but the whole school must be on the same schedule. If a class has a field trip, etc. their food sample can be left in the refrigerator for them to have later and the teacher is then responsible for cleaning up for this class.

Labels, boxes, packages, etc. of food products should be placed on food sample trays whenever possible to allow the classes to discuss manufacturer, price and ingredients.

CLEAN-UP:

Soap, bleach and cleaning cloths should be purchased by each Food Co-ordinator (pick up with groceries).

Work area and utensils should be left clean after each food sample preparation for food safety reasons.

Trays/bins and counters should be disinfected at least once a week with a weak bleach solution (15 mL (1 tbsp.) bleach to 5 litres (1 gallon) water).

Garbage disposal should be worked out with the caretaker.

LEFT-OVERS:

An effort should be made to minimize the number of left-overs. However, teachers have been told to allow only one sample per student and to return to the preparation area any untouched samples.

Try not to overbuy.

Have the teachers notify you in advance if their class won't be in school a particular morning.

Have the teachers send in absentee numbers each morning, so extra food samples are not prepared.

All left over food should remain at the school and be put to good use.

Untouched food samples may be served to the parent volunteers or any other persons in the school not receiving the food samples.

Untouched food samples may be used to feed a child who has forgotten his/her lunch, although this is a last resort solution, as Nutrition at School is not to be regarded as a feeding program.

All non-perishable foods should be allowed to accumulate to allow for a left-over day. Where there are too few left-overs to serve to the whole school leave the extra food in the school for use at school functions. Do not use any foods which you suspect have spoiled. Discard such foods.

THE FOOD SAMPLE

- Menus are planned or approved by the home economist and will be reviewed with the Food Co-ordinators before the program. A list of acceptable foods, unacceptable foods and combination of foods is in this manual as a guide for planning menus.
- Menus are planned to consider variety, Food Co-ordinator's time and always good nutrition.
- Each week a balance of the four food groups should be included.
- After any changes are made, the menu should be posted in the teacher's staff room. Menus will be sent home to the parents some time during the program (every two weeks or at the end of the program).
- Remember the samples should be "child-size".
- Menus are planned for convenience. Foods requiring a minimum of preparation (i.e. milk and graham wafers) are alternated with a food sample such as cheese-stuffed celery or a half sandwich. This should ease the weekly workload.
- At times it may be necessary to switch one day's menu for another due to availability of the food item, storage facilities, etc. Always notify the home economist and teachers of any changes, preferably before the food is served.

ACCEPTABLE FOODS FOR NUTRITION AT SCHOOL

List of acceptable foods classified in food groups to be served on the Nutrition at School Program. The foods may be served separately or in any possible combination.

MILK & MILK PRODUCTS

Cheese (Colby, Farmers, Marble, Monterey Jack, Brick, Mozzarella, Cheddar, Ricotta, Quark, Etc.)

- Cottage Cheese

- Processed Cheese Food (cheese slices, Cheez Whiz, Velveeta, etc.)

Milk (UHT milk, buttermilk)

Plain yogurt-may be flavored with fruit, orange juice concentrate etc. or used as the base for a dip

MEAT, FISH, POULTRY AND ALTERNATES

Beans

- Baked

- Soya

Eggs

Fish (canned)

- Salmon

- Sardines

- Tuna

Ham

Nuts

- Peanuts, Peanut butter

- Other nuts

Poultry (canned)

Processed sausage meat (bologna, weiners, liversausage, sausage made from pork, veal or beef)

Seeds (sunflower, sesame, pumpkin, wheat germ)

FRUITS AND VEGETABLES

Alfalfa sprouts

Apple/Unsweetened applesauce

Apple juice/Apple-lime juice

Banana

Bean sprouts

Broccoli

Cabbage

FRUITS AND VEGETABLES (cont'd)

Canned fruit - unsweetened (applesauce, cherries, fruit cocktail, peaches, pineapple, pears, plums-preferably canned in their own juice or pear juice)

Carrot

Cauliflower

Celery

Cranberry juice

Cucumber

Fresh pears

Grapes/Juice

Grapefruit/Juice

Green pepper

Kiwi fruit

Lettuce

Melon (honeydew, cantaloup and watermelon)

Orange/Juice

Pineapple/Juice

Rutabagas (turnip)

Strawberries, other berries

Tomatoes/Juice

V-8 Juice

Zucchini

BREADS AND CEREALS

Breads/Buns	} ---made with whole grains or enriched flour
Cereals	
Crackers	
Muffins	

Breads

-whole wheat, rye, multigrain, enriched white, whole wheat pita bread (white variety is not usually made with enriched flour)

Cereals (not sugar coated varieties)

-whole wheat -eg. Shredded Wheat, Muffets, Spoon-Sized Shredded Wheat, Grape Nuts

-enriched - check labels for sugar content

Crackers (preferably unsalted varieties). Should not be served alone, but with a tooth cleansing food.

-whole wheat crackers -eg. Triscuits, Whole Wheat Melba

-enriched -eg. Meal Mate, Premium Rye, Canadian Harvest, Rye Crisp, Stoned Wheat Thins, Rye Crunch, Sesame Seed Crackers, Triticale, soda crackers, Ritz crackers, graham wafers, Wheats-worth, Hovis, Melba Toast, Wheat Thins

Muffins - whole wheat, bran, wheat germ, etc.

Fats that are acceptable served in sandwiches or salads are butter, margarine, mayonnaise and salad dressings.

The following foods, because of their high sugar, high fat, low nutrient content, or excessive salt, would not be recommended for the Nutrition at School Program:

Applesauce (sweetened)

Apricot, apple-cot, orange-cot juice, etc.

Beef jerky (hot rods)

Chinese noodles

Cookies

Corn chips

Cream cheese

Cup-of-soup

Dill pickles and other types of pickles

Dried fruit (prunes, figs, raisins, apricots, apples, currants, coconut, banana flakes)

Eggnog - eggnog flakes

Flavoured sweetened milk drink (flavoured with chocolate syrup, caramel syrup, instant coffee and having the names Hula Cooler, Pumpkin Delight, Bananascotch, Caramel Cow, the Canadian, Mocha Marvel, Chocolate Chunk)

Flavoured yogurts, commercial frozen yogurts

Fruit breads, eg. date bread

Gingerbread men

Granola

Jello

Ice cream

Puffed cereals

Sour cream

Sugar coated cereals

Bacon Bits (Simulated)

The following are examples of possible combinations of the accepted foods used on the Nutrition at School Program. The only criteria to use in choosing foods from the accepted list is that in each week a food from each of the four food groups is used.

KABOBS:

- cheese and processed meats (bologna, ham, cooked sausage, weiners)
- pineapple and processed meats (bologna, ham, cooked sausage, weiners)
- pineapple and banana
- cheese, pineapple and processed meats (bologna, ham, cooked sausage, weiners)
- cheese, cherry tomato and processed meat (bologna, ham, cooked sausage, weiners)

CRACKERS WITH:

- cottage cheese and fruit (canned or fresh)
- processed meat (bologna, ham, cooked sausage, weiners) and vegetable (alfalfa sprouts, cucumber, zucchini, green pepper, carrot coin, tomato slice & bean sprouts)
- hard cooked egg slice
- canned meat or fish (salmon, tuna, chicken, ham)
- canned meat or fish and vegetable (green pepper, zucchini, cucumber)
- $\frac{1}{4}$ processed cheese slice, tomato slice
- processed meat spread (liver sausage) with vegetable (alfalfa sprouts, cucumber, zucchini, green pepper, carrot coin)
- processed cheese spread with vegetable (alfalfa or bean sprouts, cucumber, zucchini, green pepper, carrot coin, tomato slice)
- peanut butter with fruit (banana, apple)
- crushed walnuts and processed cheese spread
- cheese

FRUITS & VEGETABLES:

- celery and peanut butter
- celery and cheese spread
- broccoli and cauliflower and yogurt dip
- cauliflower and cheese cube
- canteloupe and honeydew
- rutabaga stick, carrot coin and cauliflowererette
- lettuce and sliced processed meat (ham, bologna, sausage) roll
- fruit (canned or fresh), plain yogurt
- fruit salad (cocktail)
- $\frac{1}{2}$ apple and peanut butter
- $\frac{1}{2}$ apple and cheese spread
- cottage cheese, dill weed and cherry tomato
- banana chunk dipped in fruit juice and rolled in seeds (wheat germ, sesame seeds)
- slice of processed cheese/meat around vegetable (broccoli, cauliflower, celery stalk, carrot stick, rutabaga stick)
- green pepper and cheese spread
- tomato wedge, zucchini coin, green pepper strip

SALADS:

- coleslaw (carrots, cabbage (red or green), pineapple)
- chicken, fruit salad (canned chicken, celery, grapes, pineapple, oranges, pecans)
- coleslaw wrapped in a processed meat slice (ham, bologna, sausage)
- egg salad, tuna salad or chicken salad rolled in lettuce leaf
- bean salad
- apple waldorf

BREAD:

- whole grain/enriched bread, buns (e.g. wheat, rye, multi-grain) and cheese spread
- whole grain/enriched bread, buns (e.g. wheat, rye, multi-grain) and liver sausage spread
- muffin (made with whole grain and/or enriched flour) and cheese (spread, Quark or hard)
- enriched white/whole grain bun with peanut butter and banana (banana hot dog)
- whole wheat pita pockets with vegetables (lettuce, alfalfa sprouts) and $\frac{1}{2}$ slice processed cheese
- whole wheat pita pockets with vegetables (lettuce, alfalfa sprouts) and processed meat
- sandwiches (cheese, peanut butter, tuna, salmon, chicken, processed meats, cheese spread)

CEREALS:

- enriched/whole grain with fruit (apple, orange, grapes)
- enriched/whole grain with nuts
- enriched/whole grain with milk

MEAT ALTERNATE:

- peanuts, sunflower seeds and fruit (apple wedge)
- soya nuts, Spanish peanuts and walnuts
- baked beans
- nuts and cheese cube

Group	Name	Food
Kabobs	Building Blocks	cheese and processed meat cubed and speared with a toothpick
	Cubes and Wheels	cubes of processed meat and pineapple chunk speared with a toothpick
	Hawaiian Treat	pineapple and banana
	Tropical Spear	cheese, pineapple and processed meat
	Stackups	cheese, cherry tomato and processed meat
Crackers with:	Skinny Minny/Trees & Clouds	Cottage cheese and fruit (canned or fresh)
	Alberta Harvest	processed meat and vegetable
	Bull's Eye	Hard cooked egg slice
	Panic Buttons	canned meat with or without vegetables
	Neptune Delight	canned fish
	3 Deal (three food groups in one food sample)	$\frac{1}{4}$ processed cheese slice and tomato slice
	Bionic Fuel	liver sausage spread with vegetable
	Crunchie Munch	processed cheese spread with vegetable
	Saucers (use round cracker)	peanut butter with fruit
	Rocky way	processed cheese spread with crushed walnuts
	Prairie Dairy (Prairie represents the flour used in the cracker and dairy for cheese)	cheese
Fruits & Vegetables	Logs/Beetles on a Log	celery and peanut butter; add sesame or sunflower seeds
	Canoes	celery and cheese spread
	Dipstick's/Fence Post & Paint	broccoli, cauliflower and yogurt dip
	Nobbies	Cauliflower and cheese cube
	Smiles	Cantaloup and honeydew (slices)
	Crunchies	Rutabaga stick, carrot coin, cauliflowerette
	Roll'em Ups	lettuce & sliced processed meat roll
	Tutti Frutti	plain yougurt and fruit (canned or fresh)
	Ambrosia	fruit salad (cocktail)
	Covered Star House	$\frac{1}{2}$ apple & peanut butter $\frac{1}{2}$ apple, cheese spread
	Halos	cottage cheese, dill, cherry tomato
	Igloos	frozen juice in cup with stick handle

Group	Name	Food
Fruits & Vegetables (continued)	Chimp Chomp	banana chunk dipped in fruit juice & rolled in seeds
	Treasure Log	slice of processed cheese/meat around vegetable
	Cosmic Strips	green pepper and cheese spread
	Shape-0's	tomato wedge, zucchini coin, green pepper strip
Salads	Cool slaw	Coleslaw (carrots, cabbage, pineapple)
	Chicks 'n Stone	chicken, fruit salad (canned chicken, celery, grapes, pineapple, oranges, pecans).
	Stuffed Shirts	coleslaw wrapped in a processed meat slice
	Protein Wrap/Bunny Rug	egg salad, tuna salad or chicken salad rolled in a lettuce leaf
	Medley	Bean salad
	Waldo	Apple waldorf (celery, cored & diced red apple, walnuts, mayonnaise)
Bread	Golden Cloud (use a bun)	whole grain/enriched bread, buns and cheese spread
	Bun-Wurst	Wholegrain/enriched bread, buns and liv sausage spread.
	Hurry, Hurry Breakfast	Muffin (wholegrain/enriched flour) and cheese
	Banana Dog	enriched white/whole grain bun with pea butter and banana
	Pocket Surprise/Kangaroos	whole wheat pita pockets with vegetable (lettuce, alfalfa sprouts) and ½ slice processed cheese
	Hobo Dinner	Whole wheat pita pockets with vegetable (lettuce, alfalfa sprouts) and processed meat slices
	Peasants' Feast	cheese, cheese spread
	Rocky Road	Crunchy peanut butter
	Waves 'n Wheat (waves represent fish wheat the bread)	tuna, salmon
	Feather Pillows (feather for chicken & pillows for buns)	Chicken
	Cool slice	processed meat
	Rise 'n' shine	enriched/whole grain with fruit
	Great Beginnings	enriched/whole grain with nuts
Cereals		

<u>Group</u>	<u>Name</u>	<u>Food</u>
Cereals (continued)	Milky way	enriched/whole grain with milk
Meat Alternate	Gorp	peanuts, sunflower seeds and fruit (apple wedge)
	Out of Hand	soya nuts, spanish peanuts and walnuts
	Camper's Salad	baked beans (hot or cold)
	Nibbles	nuts and cheese cube

METRIC CONVERSIONS

Food items now are usually sold in metric units which are difficult when we are used to buying in ounces and pounds. The following conversion may make it easier

1 KILOGRAM	=	2.2 POUNDS
1000 GRAMS	=	1 KILOGRAM
30 GRAMS is about 1 OUNCE		
250 mL (millilitres)	=	Approx. 1 CUP
15 mL	=	1 TABLESPOON
5 mL	=	1 TEASPOON

FOOD QUANTITY GUIDELINES

FOOD	QUANTITY INFORMATION	AMOUNT FOR 100	SERVING SIZE	YOUR NEEDS	COMMENTS
<u>Milk and Milk Products</u>					
Cheese	100 serv./kg. (10 serv./100 g.)	1 kilogram	$\frac{1}{2}$ " cube		Buy it by the block & cube or slice it.
Cottage Cheese	25 serv./500 g.	4-500 grams	20 ml serving (heaping tbsp.)		2%
Processed Cheese Spread	125 serv./kg.	125 serv./kg.	$\frac{1}{4}$ tbsp. (7-10 mL)		Cut the serving size in half for celery or crackers.
Cheese Slices	48 slices/kg. pkg.	96 serv./kg.	$\frac{1}{4}$ slice		
Milk	10 serv./1 L	10 litres	4 oz. (100 mL)		Buy 2% only.
Yogurt	25 serv./500 g.	4-500 g.	20 mL/serv. (heaping tbsp.)		Unflavored,
<u>Meat, Fish, Poultry and Alternates</u>					
Beans, baked	1.36 L/48 oz. can/ 40 serv. 398 grams/14 oz./ 13 serv.	2 $\frac{1}{4}$ -1.36 L cans 8-398 g. tins	2 tbsp. (approx. 30 mL)		No pork if possible.
Soya Nuts	450 gram bags	2-450 g. bags	2 tbsp. (approx. 30 mL)		
Eggs	1 dozen/48 serv.	2 $\frac{1}{4}$ dozen	1 slice		4 slices per egg.
Fish, canned					
Salmon	184 grams (6.5 oz.)	3-184 g. cans	1 tsp. (5 mL)		
Sardines	92 grams (3 $\frac{3}{4}$ oz.)	5 tins	1 sardine		
Tuna	184 grams (6.5 oz.)	3-184 g. cans	1 tsp. (5 mL)		
Ham	175 grams (6 slices) 36 serv./175 g.	3-175 g. pkg.	1 strip		
Peanuts	200 grams	2.25 kg (11-200 g. pkg.)	2 tbsp. (30 mL)		Can mix varieties. If poss. - unsalted.

FOOD	QUANTITY INFORMATION	AMOUNT FOR 100	SERVING SIZE	YOUR NEEDS	COMMENTS
Peanut Butter	1.5 kg cans/185 serv. 750 g jar	750 g jar = 92 serv.	$\frac{1}{2}$ tbsp. (7-10 mL)		
Poultry, canned	7 oz. (198 grams)	3-198 g. cans	1 tsp. (5 mL)		
Process sausage meats	500 g. or approx. 18" stick = 40 serv.	2 $\frac{1}{2}$ -500 g. sticks	$\frac{1}{4}$ " slice		Remove paper before cutting.
Liversausage	250 grams	1 kg (4-250 g.)	$\frac{1}{2}$ tbsp. (7-10 mL)		
Wiener	12 per pkg.	2 pkgs.	$\frac{1}{4}$ of a wiener		
Bologna	65 slices/kg.	750 grams	$\frac{1}{2}$ slice		
Seeds					
Sunflower	400 grams	2 pkgs.	1 tbsp. (15 mL)		
Sesame	56 grams	4-56 grams	$\frac{1}{2}$ tbsp. (7 mL)		
Pumpkin			1 tbsp. (15 mL)		
Wheat Germ	340 g. jar (12 oz.)	2-340 g. jar	$\frac{1}{2}$ tbsp. (7 mL)		Buy shelled & unsalted
<u>Fruits and Vegetables</u>					
Alfalfa Sprouts	125 g. carton or 226 g. (8 oz.)	12-125 g. carton or 7-225 g. pkg.	1 tbsp. (15 mL)		
Apples		50 apples	$\frac{1}{2}$ apple		Buy red apples.
Unsweetened Apple-sauce	398 g. (14 oz.)	11 cans	3 tbsp. (45 mL)		
Fruit Juices (tinned)	48 oz./1.36 L/13 serv.	8 tins	4 oz./100 mL)		Buy unsweetened juices-not drinks.
Banana	6 serv./med. banana	17 med. banana	1/6 banana		

FOOD	QUANTITY INFORMATION	AMOUNT FOR 100	SERVING SIZE	YOUR NEEDS	COMMENTS
Bean Sprouts, fresh	usually available loose or in 454 g. (16 oz.)	3-454 g. pkg.	1 tbsp. (15 mL)		Rinse and drain.
Broccoli	2-3 stalk pkg. (.8 kg.)	4 pkgs./3.2 kg (10 stalks)	1 flowerette		Peel stem, slice.
Cabbage, coleslaw	1.1 kg for an average head	2 large heads	2 tbsp. (30 mL)		Food processor is helpful if avail.
Canned Fruit	398 mL (14 oz.)	approx. 16 cans	6 serv./can		Be sure to get 6 serv./can before serving.
Carrots	6 sticks/carrot 75 sticks/kg.	1.25 kg.	1 stick		
Cauliflower	20 serv./med. head	5 heads	1 flowerette		
Celery	30 serv./1 Kg	approx. 3 kg.	4" stick		
Cucumber	25 serv./7" cucumber	4-7" cucumber	$\frac{1}{4}$ " slice		Dry before filling. Score, peel if other than English variety.
Fresh Pears	-	50 pears	$\frac{1}{4}$ pear		
Grapes	30 serv./Kg	3 Kg	8-10 grapes		Could vary with variety of grapes.
Grapefruit	4 serv./grapefruit	25 grapefruits	$\frac{1}{4}$ per serving		
Green Pepper	12 strips per pepper	8-9 peppers	1 strip		
Kiwi	5 slices/kiwi	20 kiwi	1 slice		Peel thinly.
Lettuce	-	2 large heads	$\frac{1}{4}$ leaf		Varies with type of lettuce.

FOOD	QUANTITY INFORMATION	AMOUNT FOR 100	SERVING SIZE	YOUR NEEDS	COMMENTS
Melon Cantaloup Honeydew Watermelon	16 serv./melon 16 serv./melon 50 serv./watermelon	5½ melons 5½ melons 2 melons	1 wedge 1 wedge 1 wedge		Cut in ¼'s. Cut each ¼ into 4 wedges Cut in ¼'s, then slice 25 slices/¼.
Orange	-	50 oranges	½ orange		
Pineapple, fresh	25 wedges/pineapple	4 pineapples	1 wedge		Leave peel on.
Pineapple, chunks (kabobs)	398 g./14 oz. = 34 serv.	3 tins	1 for a kabob		
Rutabagas	60-65 serv./kg.	1.4 Kg	3" stick		
Frozen Strawberries Raspberries Blueberry	1 Kg 1 Kg 1 Kg	1.5 Kg 1.5 Kg 1.5 Kg	1 tbsp. (15 g.) 1 tbsp. (15 g.) 1 tbsp. (15 g.)		Buy whole, unsweetened.
Tomatoes Cherry Tomato wedge	30-34 tom./basket 8 serv./tomato	3 baskets 13 tomatoes	1 tomato 1/8 tomato		
Zucchini	25 slices/7"	4-7" zucchini	1 slice		Do not peel.
<u>Breads and Cereals</u> White or Whole Wheat Bread	17 slices/loaf	3¼ loaves	¼ slice		For other types of bread count the number of slices to determine amt. needed.

FOOD	QUANTITY INFORMATION	AMOUNT FOR 100	SERVING SIZE	YOUR NEEDS	COMMENTS
Whole Wheat Pita Bread	6 small - 300 grams 6 large - 675 grams	16 small pitas 6 serv./pita	1/6 small pita bread		Cut in wedge before filling & secure.
Cereals	-	-	3 tbsp. (45 mL) (15 grams)		Divide the number of grams per box by 15 for the number of servings.
Crackers					Allow for broken crackers
Triscuits	45/250 gram box	2 1/4 boxes	1		
Whole Wheat Melba	50/170 gram box	2 boxes	1		
Meal-mate	60/30 gram box	1 2/3 boxes	1		
Premium Rye	100/350 gram box	1 box	1		
Canadian Harvest	90/250 gram box	1 1/8 box	1		
Rye Crisp					
Stoned Wheat Thins	100/300 gram box	1 box	1		
Rye Crunch	33/250 gram box	3 boxes	1		
Sesame Seed Crackers	60/300 gram box	1 2/3 boxes	1		
Triticale	60-75/250 gram box	1 1/4 boxes			
Soda Crackers	300/900 gram box				
Ritz	45/250 gram box	2 1/3 boxes	1		
Graham Waffers	64/400 gram box	1 2/3 boxes			
Wheatsworth	100/300 gram box	1 box	1		
Hovis	80/450 gram box	1 1/4 box	1		
Wheat Thins	130/250 gram box	1 3/4 box	2		
Muffins			1/2 muffin		

APPROPRIATION NO. (INPUT CODE) D33N____
 (C,D,E,F,G,H,J, OR K)
 OPEN ORDER NO. (ON INVOICES & DPO)

PURCHASING FOOD AND SUPPLIES

All purchases from suppliers (stores) are to be made using a Direct Purchase Order (DPO). There is no cash exchange for any goods (food, paper goods, cleaning supplies) needed for Nutrition at School. It is your responsibility to see that all the suppliers understand this. Alberta Agriculture cannot reimburse any cash purchases made by you. If in doubt as to any details regarding the DPO system, please consult first with the home economists.

Each Food Co-ordinator receives a Direct Purchase Order book in which all purchases will be recorded. Please use in numerical order. When your DPO book is almost completed inform the home economist 2 weeks in advance so a new book can be supplied. All DPO books must be returned to the home economist whether completed or not.

Make a shopping list using your quantity guidelines.

Food, paper goods, cleaning and serving supplies, etc. may be purchased from any wholesaler, retail chain store, or local community store as long as they will accept payment on an Alberta Government DPO basis. Explain the program to the store manager if necessary, and refer them to the home economist if problems arise.

Keep in mind that buying in quantity is the most economical way and saves several trips to the store. Check to see if the store will give a discount to this school project.

You may buy from as many stores as desired, however many co-ordinators find it easier and more personal to work with just a few stores.

Convenience may also be a factor in selecting a supplier. Some stores may deliver.

Food Co-ordinators may want to purchase all the non-perishables early in the month and store them at the school i.e.: juices, nuts, peanut butter, canned products, crackers, and paper goods.

Perishable items may be picked up once a week or as needed. Store these at the school, ie - fresh fruits and vegetables, milk, cheese, breads, meats, muffins.

Purchase of Alberta produced or processed food products is encouraged.



DIRECT PURCHASE ORDER

SAMPLE ONLY

DEPARTMENT AND BRANCH
NUTRITION AT SCHOOL

AGRICULTURE - HOME ECONOMICS

BRANCH PHONE NO.

OFFICE PH.

INPUT CODE

D33N

ISSUED AT

TOWN NAME,

ALBERTA

TO:

NAME OF STORE

DATE

DATE OF PURCHASE

ADDRESS:

ADDRESS OF STORE

PLEASE SUPPLY TO:

NAME OF SCHOOL (FOOD CO-ORDINATOR'S NAME IN BRACKETS)

ADDRESS OF SCHOOL

F.O.B.

MAIL ORIGINAL AND TWO COPIES OF INVOICE TO:

ALBERTA AGRICULTURE, HOME ECONOMIST

AND QUOTE
THIS ORDER NO.

KE

QTY.	UNIT	CAT/BIN CODE	DESCRIPTION	UNIT PRICE	AMOUNT
			EACH ITEM LISTED		
			(EXAMPLE)		
2	2-L		MILK	1.50	3 00
			OR		
			WRITE IN "GROCERIES FOR NUTRITION AT		
			SCHOOL"		
			INVOICE #		

VENDOR:

FOLLOW INSTRUCTIONS PRINTED
ON BACK OF THIS ORDER

OPEN ORDER

TOTAL

FEDERAL TAX

DISCOUNT

NET

3 00

THE GOODS MENTIONED IN THIS ORDER ARE FOR THE USE OF THE GOVERNMENT OF THE PROVINCE OF ALBERTA AND INVOLVE THE USE OF CROWN FUNDS, ARE NOT FOR RE-SALE, AND AS SUCH ARE EXEMPT FROM FEDERAL SALES AND EXCISE TAX. IF FEDERAL SALES OR EXCISE TAX IS NOT DEDUCTED, PAYMENT OF YOUR ACCOUNT WILL BE WITHHELD UNTIL ADJUSTMENT IS MADE.

SIGNATURE OF FOOD CO-ORDINATOR

VENDOR

Signature of home economist

SIGNATURE OF ISSUING OFFICER

REV. JUNE/78

COMPLETE AND REMOVE VENDOR'S COPY. INSERT INFORMATION ON PROCESSING CARD.

DIRECT PURCHASE ORDER (DPO) PROCEDURE:

Filling out a DPO properly is essential. If there are errors, the DPO CANNOT be approved by Alberta Agriculture and the home economist will have to return it to you for corrections. This results in delayed payment to the supplier.

STEPS IN FILLING IN A DPO:

- Fill in as much of the DPO as possible BEFORE going to the store
 - Keep everything neat and simple
 - Print legibly
 - Press hard, so that all copies are legible
 - Use one DPO each time you go to the store, or for each order (Sometime a supplier will divide your order up and issue more than one invoice, in these cases one DPO is still used and all invoice numbers and amounts are listed on the body of the DPO).
1. Department and Branch: Agriculture - Nutrition at School, Home Economics Branch
 2. Branch Phone Number: Food Co-ordinator's phone number
 3. Appropriation Number (Input Code: D33N_)
 4. Issued at: Town/City
 5. To: Store's Name
 6. Address: Store's full address
 7. Date: Please write in full date of purchase
 8. Please Supply to: School's name and address
Attention: Food Co-ordinator's name
Mail or give copies of invoice to: Food Co-ordinator's name and school or home address
 9. Body of DPO write:
Groceries/Supplies for
Nutrition at School
see attached invoice(s)/receipt(s) (include invoice/receipt number and if more than one invoice/receipt list breakdown of total amount)
If only a few items purchased you can list them on the DPO
The space to TOTAL must equal all invoice(s)/receipt(s) attached.
Write this figure again in the space for NET if there are no discounts
 10. DISCOUNTS should be clearly marked in the body of the DPO and the amount of discount indicated in space for DISCOUNT. Total amount payable to supplier is therefore:

TOTAL - DISCOUNT = NET (Write NET amount in)

11. Write "Open Order No. _____" on invoice and DPO number. The open order number changes every year. The D33N_ number remains the same.

12. DPO copies:

Top white VENDOR's copy goes to the store
 Green BRANCH copy stays in the book
 { White DEPARTMENT copy
 { Yellow AUDIT copy
 { Pink PURCHASING AGENCY copy

- send all three copies with carbons attached to home economist with corresponding invoices, itemized cashier receipt and delivery slips.

Be sure you receive all the goods that you ordered.

The store will give or send you copies of the invoice at its discretion, possibly weekly or bi-monthly. The faster the store sends in the invoices, the quicker the payments will go through Alberta Agriculture accounts.

On each invoice write FIVE things legibly:

1. Your signature
2. Open Order Number
3. The corresponding DPO number
4. Appropriation Number (Input Code) D33N_
5. Name of school

On each DPO write:

1. Open Order Number
2. Appropriation Number (Input Code) D33N_

Staple neatly together the invoice, the DPO's (white, yellow and pink copies), and any delivery or cash register itemized receipts for each order.

If an invoice comes in and all original goods you ordered are not yet delivered, send invoice in as above to home economist. She will submit invoice as above but with department copy of DPO plus delivery slips. The home economist can keep a photocopy of the DPO.

Where there is return of goods because of an error in the order you will be issued a credit note. Usually this is for only part of an order. Use the credit note to adjust the net. Attach the credit note to the DPO.

Every week mail an envelope containing invoices and DPO's to the home economist.

If you use stamps to send these, buy a stamp supply from a post office and get a receipt which can be submitted on your fee and expense claim form.

Keep a record of all DPO's used on the "Expenditure Record" form. A budget has been prepared for each school for food expenditure and paper supplies. Food Co-ordinators' fees and travel expenses are a separate account. Send in the Expenditure Record at the end of the program.

The home economist signs the invoices, records the amount in her school files, then forwards them to the Financial Services Division, Alberta Agriculture, Edmonton where they are processed.

SUPPLIERS

Use the letter of introduction on the following page to introduce yourself to the manager of the store. Obtain the managers approval for payment by Direct Purchase Order. Have him ensure that the store's credit office personnel and cashiers understand the system. The DPO system must be adhered to or the store will not be paid.

You might want to send a thank you note to your supplier(s) at the end of the program to ensure good public relations between the programs and the supplier.

TO WHOM IT MAY CONCERN

This is to introduce _____ a Nutrition at School
Food Co-ordinator working at _____ school.

Nutrition at School is a nutrition education program, funded and administered by Alberta Agriculture. Food Co-ordinators are hired for each school to organize, shop, prepare and distribute food samples, an integral part of the Nutrition at School program.

All purchases are made using government Direct Purchase Orders (DPO's) - a credit system in which there is no cash exchange. Invoices are submitted to Financial Services Division, Alberta Agriculture for payment in approximately three weeks. The Food Co-ordinators are familiar with the system, exact details are outlined on the DPO itself.

The Food Co-ordinators may need your help in obtaining the quantities of food necessary for the program and any assistance your staff can give her in compiling her order would be appreciated.

On behalf of Alberta Agriculture I would like to thank you in advance for your cooperation in using the DPO system and for your help to her.

If you have any concerns, please contact me.

Home Economist

HOME ECONOMICS BRANCH
ALBERTA AGRICULTURE
NUTRITION AT SCHOOL PROGRAM
CLAIM FORM FOR FOOD COORDINATORS
(on Hourly Wage)
APPROPRIATION NO. D33N__

IN ACCOUNT WITH:

Name: _____

School: _____

Social Insurance Number: _____

Box or Street Address: _____

City or Town: _____

FEES:

_____ Hours at \$ _____ Per Hour

EXPENSES:

_____ Km at \$ _____ Per Km

Additional Expenses - eg. postage, parking, etc.
(enclose receipts)

TOTAL

Please document kilometers below. (Kilometers may be claimed for shopping trips and meetings, but not for regular home to school travel).

DATEDESCRIPTIONKILOMETERS TRAVELLED

eg

School to Safeway and back

5

SIGNED: _____

(Claimant)

(Alberta Agriculture - Home
Economist)_____
(School Authority)_____
(Branch Head) (Home Economist)

ALBERTA AGRICULTURE, HOME ECONOMICS BRANCH
NUTRITION AT SCHOOL PROGRAM
FEES FOR SERVICE
AGREEMENT FOR FOOD COORDINATOR
FOR USE IN PAYMENT OF FOOD COORDINATORS ON CONTRACT

30

On behalf of Alberta Agriculture, Home Economics Branch, the undersigned hereby offers this position of Food Co-ordinator to:

NAME: _____
ADDRESS: _____
TELEPHONE: _____
SOCIAL INSURANCE: _____
SCHOOL: _____
PRINCIPAL: _____
NUMBER OF STUDENTS: _____
TOTAL AMOUNT OF PAYMENT: _____
AMOUNT PAYABLE AT: _____
DATES OF EMPLOYMENT: _____

For the duties as specified below:

DUTIES OF FOOD COORDINATOR UNDER THE SUPERVISION
OF THE NUTRITION AT SCHOOL COORDINATORS

1. Attends all scheduled training sessions.
2. Calculates food quantities and purchases food, paper products and equipment.
3. Keeps accurate accounts of expenditures through recording government Direct Purchase Orders, submits monthly reports and a final report.
4. Organizes and supervises parent volunteers (as dictated by total student body numbers) to assist in the preparation, distribution and clean-up of the food samples to the students.
5. Acts as a liaison between the school and the Nutrition at School Coordinators; establishes a feed-back system for evaluation and recommendations regarding the food sample portion of Nutrition at School; serves as an enthusiastic component of the Nutrition at School program within the particular school community.

Branch Head
Home Economics

Please sign and return to Home Economics
Branch, Alberta Agriculture, indicating
your acceptance of the terms of this
contract.

(Name)

(Date)

HOME ECONOMICS BRANCH
ALBERTA AGRICULTURE
NUTRITION AT SCHOOL PROGRAM
CLAIM FORM FOR FOOD COORDINATORS
(On Contract)
APPROPRIATION NO. D33N__

IN ACCOUNT WITH:

Name: _____

School: _____

Social Insurance Number: _____

Box or Street Address: _____

City or Town: _____

FEES: _____EXPENSES:

_____ Km at \$ _____ Per Km

Additional Expenses - eg. postage, parking, etc.
(enclose receipts)

TOTAL

Please document kilometers below. (Kilometers may be claimed for shopping trips and meetings, but not for regular home to school travel).

DATEDESCRIPTIONKILOMETERS TRAVELLED

eg.

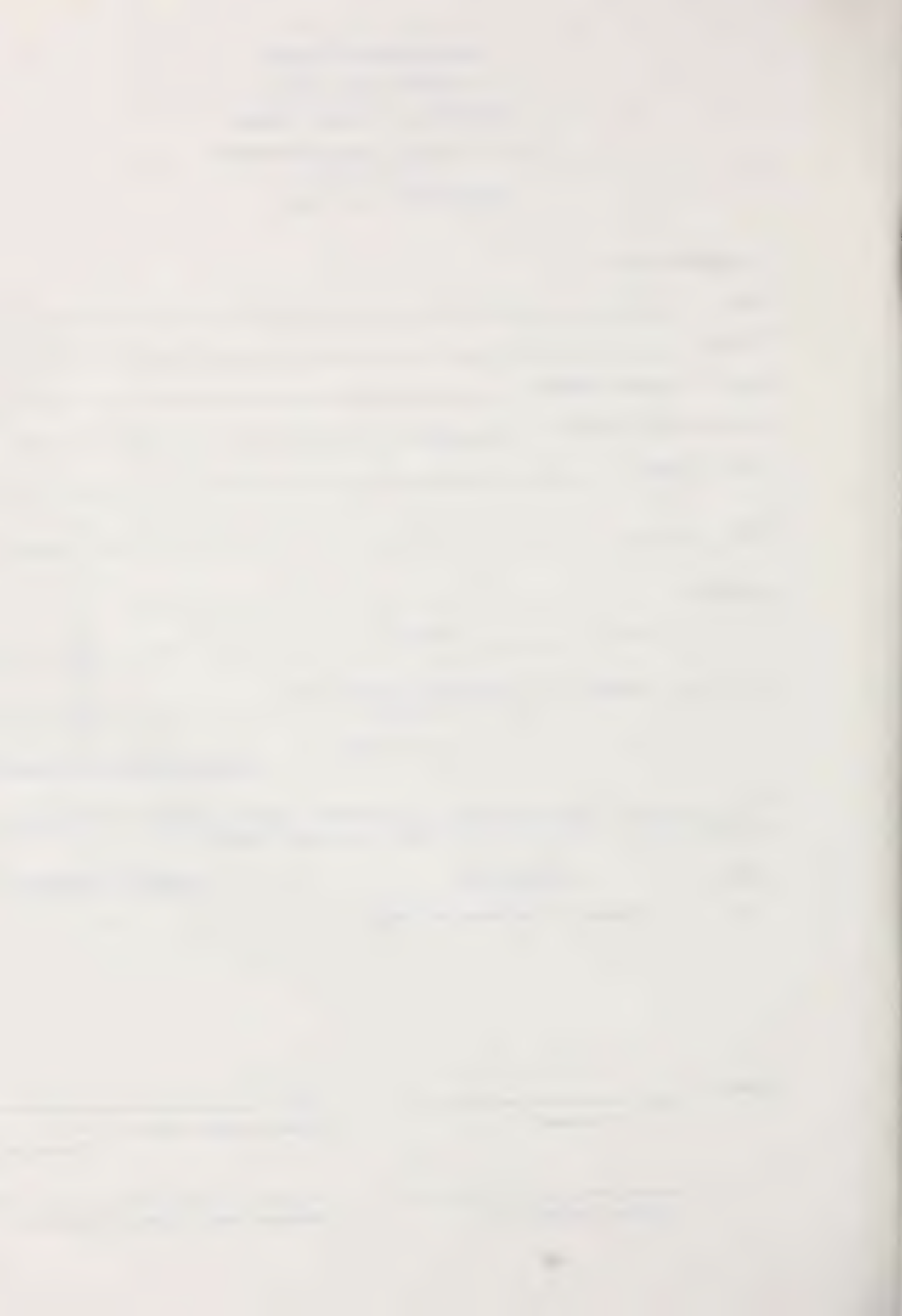
School of Safeway and back

5

SIGNED: _____

(Claimant)

(Alberta Agriculture - Home
Economist)_____
(School Authority)_____
(Branch Head) (Home Economist)



EXPENDITURE RECORD

NUTRITION AT SCHOOL

SCHOOL NAME: _____ WEEK _____

FOOD COORDINATOR NAME: TOTAL BUDGET

[illegible]

GUIDELINES FOR FOOD COORDINATORS FINAL REPORT

1. Overview of Nutrition at School program at your school.

- Include such things as:
- number of students and staff served per day
 - whether the school staff co-operated
 - if you observed the teachers doing any nutrition teaching
 - comments on the general acceptance of the food samples
 - how the volunteer part of the program worked out
 - whether or not the school sent the newsletters home to parents
 - comments re: the timing of the newsletters, especially with respect to the initial letter
 - general impressions and comments

2. Comments or suggestions for improvement in the following areas:

- coordinators workshop and manual
- suppliers and purchasing in general
- general administration eg. forms, contact with home economist

3. Helpful Hints, Ideas etc. you would like to share.

Remember to be honest. Next years Coordinators will benefit as you did from last year's Food Coordinators' comments.



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